

MAR 29 1951

OFFICE OF COLLECTION & DISSEMINATIONS U M M A R Y

OCD is bogging down. Whether or not it is possible to correct this situation, it is necessary that it be recorded.

Example

Two people, working eight hours a day, can deal with 6 standard size mailbags - opening each, removing all the documents, logging them in, and getting them started on their way.

If 9 bags, instead of 6, are received in one day, then four hours overtime must be worked by both people.

If the excessive workload continues for many days, then (a) the system bogs down, (b) the people get sick or resign, (c) the unopened mailbags pile up, and (d) no Office or Staff receives the intelligence papers which it needs.

The example is over-simplified, but it fairly describes what is happening.

Volume of documents to be dealt with has doubled since 1948, and each document must be logged, read, routed, indexed, and finally microfilmed. 11,512 per month in 1948, 13,807 per month in 1949, and 22,945 per month in the year ended 1 March 1951.

Each of the Registers handles a more or less constant proportion of these documents. Their workload, then, has doubled since 1948.

The Agency itself has more than doubled in size. So there are twice as many units, researchers, and planners to be served.

OCD has made no net gain in personnel strength during the past 12 months. actually on duty 1 March 1950: actually on duty 1 March 1951. During this period:

	Year ended 1 March 1950	Year ended 1 March 1951	% Increase
Authorized T/O.....	<input type="text"/>	<input type="text"/>	8 %
Actual Strength.....	<input type="text"/>	<input type="text"/>	-
Average number of documents per month.....	14,982	22,945	53 %

Because of transfers and resignations, and the length of time which it takes to recruit and clear replacements, we can never hope to have full authorized strength on duty. About 90% of authorized strength is the best OCD has ever achieved. We cannot recruit save within the limits of authorized strength, and it takes six months to get replacements. Therefore, to build up actual strength, we must raise our authorized strength in order to recruit more effectively.

We must raise our sights. It is recommended that authorized strength be raised from an increase of and that the Agency's recruitment and security clearing programs be stepped up.

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